

Webinar Registration Information

Please complete the webinar registration form, attach the registration fee and return both to the Texas Board of Nursing (BON) office. **Payment and registration form must be mailed together or neither will be accepted. *We are unable to accept registration via telephone, fax, or email.*** Registration and payment must be received on or before the close of business, **one (1) week or five (5) business days**, prior to the webinar. We are unable to process registrations after the deadline, therefore, late registrations will not be accepted and the fees will be returned unprocessed. Registration forms may be copied. Only **one (1)** name per registration form please.

Payments Not Accepted

The BON does not have the ability to process credit cards, private company Purchase Orders, or Vouchers.

Acceptable Forms of Payment

The BON accepts personal checks, money orders, and company checks. **Please make checks payable to the Texas Board of Nursing.** If your employer is paying for the webinar, please have the employer indicate your name in the memo field of the check and indicate the name of the employer on the registration form. The employer must send the registration form with the check to register the attendee for the webinar. State agencies can pay for the webinar via Interagency Transactions Voucher (ITV). If you are employed by a State Agency and are using this form of payment, the registration form and payment must be received on or before the webinar deadline. When registering with a group, a registration form must be filled out for each person who will be attending the webinar. Registration forms will not be accepted without a name.

Mailing Address

Please mail the registration form and payment to:

Texas Board of Nursing
ATTN: Workshops
333 Guadalupe, Ste. 3-460
Austin, TX 78701-3944

THE BON IS NOT RESPONSIBLE FOR LOST OR MISDIRECTED MAIL.

Deadline

If the registration form and payment are not received in the BON's office by the close of business, **one week or five (5) business days** prior to the webinar, the registration cannot be accepted and the payment will be returned. The deadline date is strictly enforced.

Confirmation of Registration

For registration confirmation, please contact us at (512) 305-6844 or send an E-mail to Workshops@bon.texas.gov for written confirmation of your registration.

Insufficient Funds

If insufficient funds are encountered upon deposit of a check, continuing nursing education (CNE) credit will not be awarded until full payment (Money Order) is remitted. If the insufficient check is discovered prior to the webinar date, we will contact you directly and you will not be registered for the webinar until we receive all applicable fees.

Refunds or Substitutions

If you are unable to attend, a substitute may attend in your place. The individual wishing to substitute will need to send a registration form to Workshops@bon.texas.gov with a note stating, **ATTENDING FOR** _____ (and fill in the individual's name who you will be attending for) at least **one (1) day** prior to the webinar. If you would rather receive a refund for webinar fee, we must receive the request in our office before **ten (10) business days** prior to the webinar date. We regret that we cannot accommodate any requests received within **ten (10) business days** of the webinar, regardless of extenuating circumstances.

In lieu of a refund, you may request that your registration fee be applied to a future webinar scheduled **within one (1) year** of your registered webinar. We regret that we are unable to accommodate more than one transfer per registration fee (i.e. if you are unable to attend the subsequent webinar, we cannot transfer the fee again to another webinar).

In response to your request, we will send you a determination letter. If a transfer has been approved, please be advised that during the interim period between webinars the registration fee may be increased and you will be responsible for the difference. Also, please contact the BON to verify that your registration has been transferred to the subsequent webinar and that there are not additional fees required to complete registration. Confirmation will not be sent automatically. To receive confirmation, send a request to Workshops@bon.texas.gov or contact us at (512)305-6844.

CNE Certificates

In order to receive a CNE certificate, each attendee must fill out an evaluation of the webinar. A link to the survey monkey evaluation will be e-mailed to you within a week (5 business days) after the webinar. The last part of the survey will ask you for your name and email address.

Complete and submit the survey. Within two weeks of your survey completion, a certificate will be e-mailed to you. The survey closes four weeks after being sent. There is no method for awarding CNE once the survey is closed so be sure to complete the survey in a timely manner.

PLEASE NOTE

Attendance at BON webinars is not mandatory for licensure renewal. BON webinars are presented for educational purposes and for obtaining CNE only.

Special Needs

If you need special accommodations regarding a disability, please notify us by letter and attach it to your registration form. Every reasonable effort will be made to accommodate you.

Technical Challenges

BON staff strongly recommends that if this is your first-time to view a webinar that you follow the instructions in the webinar email invitation to check your system to be sure it is ready to use Microsoft Office Live Meeting. Taking a few minutes the day before the webinar and click on the link called **FIRST-TIME USERS** in your email invitation. This will save time the day of the webinar. BON staff will be preparing for the webinar on the scheduled day of the webinar and will not be available to assist with technical difficulties.

If you have difficulty with assessing the webinar software, Microsoft Office Live Meeting, click on the link called **Troubleshooting** in your email webinar invitation. The BON is not responsible for technical difficulty experienced during a webinar.

Webinar Cancellation

The BON reserves the right to cancel a webinar due to low attendance or circumstances beyond Board staff's control. Registrants are encouraged to return to the BON website prior to the scheduled webinar for cancellation information. Board staff will make every attempt to notify registrants of cancellation. If a webinar is cancelled, the registration fee may be applied to a future webinar.

Send questions and comments to: webmaster@bon.texas.gov